

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY REGORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

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FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE			
Application Date	Department of Education	Application Number			
	Office of Vocational Education	81-65			
Application Number	Division of Vocational Instruction	Date Received Date Completed			
	Trade and Industrial Education	1-28-81 JAN 30 1981			
	Atlanta, Georgia				
2. Person to Contact Phil Petty	Working Title Project Direct	Telephone Number 656-2554			
	Schedule; record will continue to accumulate. ccumulation; no further accumulation anticipated. No Check One: Change; Supe	rcede; Void			
4. Dates of Series	5. Records Series Title (followed by title used in office; in	f different)			
Earliest Latest					
1977	Emergency Medical Technician General C	Correspondence Files			
vocational instructi development of the S program standards re local school systems evaluation of local for local school sys for the purchase of	tional Instruction is responsible for de on at the secondary and postsecondary le tate Plan for Vocational Education; deve lating to instructional areas; providing involving all phases of the instruction school systems' vocational programs; rev tems' voactional facilities; reviewing r equipment; reviewing vocational education and in-service training programs; and s	eveloping policy relating to evel; participating in the eloping vocational education consultative services to hal process; participating on viewing architectural plans request from local systems on instructional materials;			
7. Record Series Description	This file contains the following documents (include form Attach samples of the file.	n numbers and titles, if any):			
	nitoring the activities of the Emergency the area vocational technical schools i				
Included are: copies of correspondence between the state office and instructors and administrators of the EMT program throughout the state regarding course curriculum, class schedules, and any other area of interest.					
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File is arranged: chronol instruc	ogically by federal fiscal year, thereum tor	nder alphabetically by			
8. Monthly Reference Rate	How often are records referred to which are:				
One to six months old	; Seven to twelve months old; Thirtee	en to twenty-four months old;			
twenty-five months and olde					
9. Annual Rate of Accumulation		4			
Letter-size drawers	; Legal-size drawers; Shelves;	; Other (specify)			
AR-50-71; Rev. 76	(Over)				

a. Is this the official copy of the series? I to Does the series contain confidential information reculting security handling? If yes, cite law or regulation, X c. Is this a vital record? X d. Does this series have historical or long term research value? a. When one or two documents in the fills make it necessary to keep the entire file for a long period, could these documents be scheduled separately. X y. Is the information contained in this series ever analyzed and/or recorded in a summarized report? I type statish copy. X list the information contained in this series ever analyzed and/or recorded in a summarized report? I type statish copy. X list the information contained in this series ever analyzed and/or recorded in a summarized report? I type statish copy. X list the red duplication of this series in your office, or in another office or agency? I type statish copy. X list the red duplication of this series in your office, or in another office or agency? I type statish copy. X list this series for a make rise sever analyzed and/or recorded in a summarized report? I type statish copy. X list the series of a make proving of it results with ordinance? X list the series of a make proving of it results with ordinance? X list the series of a make proving ordinance? X list the series of a make proving ordinance? I Returnion Requirements The following requires the series to be kept: a. State Law years. A chadit period years. 4. Addit period years. 4. Edder all returnion instructions years. 5. Fedder all returnion instructions years. 6. Fedder all returnion instructions Calendar Year: C	YES	NO 10. Questionnaire	(Place an "X	" in the proper o	olumn)	
b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. X c. Is this a vital record? X d. Obes this series have historical or long term research value? e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? X M. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, latch conv. X Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes establication of this series in your office, or in another office or agency? If yes, where? Destricts of a major partially at Area Yocational Technical Schools. X Is this series for analyze protion of its results in computer, printoury. If yes, where? Partially at Area Yocational Technical Schools. If yes, where? If yes, where depletication of this series of analyze and/or recorded in a summarized report? If yes, where? If yes, where depletication of this series in your office, or in another office or agency? If yes, where? If yes, where depletication of this series in your office, or in another office or agency? If yes, where? Partially at Area Yocational Technical Schools. If yes, where? Partially at Area Yocational Technical Schools. If yes, where? Partially at Area Yocational Technical Schools. If yes, where? Partially at Area Yocational Technical Schools. Years. A Additional period of this series be cut off at the end of each: Calendar Year; If Fixed Year; Mother — Eaderal - fiscal - year. then, Hold in the current files area — month(s) _ 3 — year(s); then Transfer to State Records Center; hold — year(s); then Transfer to State Records Center; hold — year(s); then Walker Z. Bourngacher J. 2-2-2! State Auditor/Designee Years. State Records Committee (Signature) Date State Records Committee (Signature) Date State Records Committee (Signature) Date State Records Committee (Signature) Partia	x			series?		
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X d. Does this series have historical or long term research value?		X	 			
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a. State Law years. d. Audit period years. b. Statute of limitation years. e. Administrative need 3 years. c. Federal law years. f. Federal retention instructions years. Attach copy or excert of laws or regulations. Explain administrative need. Calendar Year; Fiscal Year; QXOtherEaderal _fiscalyearthen,	11 B					-
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